

**SCFAC RULES OF PROCEDURE**

1. Action by the SCFAC: the committee shall take action by motion (except for elections and appointments).
2. Motions
  - a. Any SCFAC member may make a motion.
    - .. Chair does not make motions,
    - .. Chair votes only to break tie vote,
    - .. Chair shall have the following powers (in addition to those conferred in the by-laws):
      - to rule motions in or out of order;
      - to determine whether a speaker has gone beyond reasonable bounds of courtesy;
      - to rule on objections from members on this ground (these may be appealed pursuant to Suggested Rules of Procedure);
      - to rule on parliamentary questions;
      - to call a brief recess; and
      - to adjourn in an emergency.
  - b. Seconding: required for all motions.
  - c. One motion only pending at one time: except procedural motions.
  - d. Adoption of motion: by those present or pre-arranged proxy.
  - e. Abstentions: will be allowed.
  - f. Voting by proxy:
    - .. both chair and vice-chair must be notified in writing prior to vote;
    - .. vote must be clear to both officers; if not, vote not cast.
  - g. Procedural motions:
    - .. may be made while substantive motion pending;
    - .. only those procedural motions listed in the Suggested Rules of Procedure, current edition, may be made in the order of priority listed;
    - .. calling the question not in order unless at least 15minutes allowed for debate; and
    - .. no member prevented by time from speaking once.
  - h. Withdrawal of motion: ok before vote taken or motion amended, whether debated or not.
  - j. These powers may be appealed pursuant to Suggested Rules of Procedure.
3. Debate: Person who made the motion will be entitled to speak first;
  - .. member who's not spoken shall be recognized before one who's already spoken.
4. Public Comment:
  - .. must include 15 minutes for public comment;
  - .. There will be a sign up sheet for first come, first served with at least 3 minutes per person.
5. Behavior: governed by SCFAC Code of Conduct, adopted December 14, 2006.
6. Canceling/Rescheduling meetings:
  - .. if regular meeting canceled, no rescheduling;

## Approved

- “ meetings may not be canceled for any reason other than weather or good cause;
  - “ the chair, after consulting with the vice-chair, may cancel any regular meeting and with the help of staff, use all available means to contact members.
7. SCFAC Duty vs Personal Role:
- “ SCFAC members should be vigilant to avoid conflicts of interest.
8. Procedures/Rules Questions:
- “ for anything not covered in these rules the issue will be resolved by consulting Bell’s Suggested Rules of Procedure for Small Local Government Boards, current edition;
  - “ if SRP cannot answer the question, Robert’s Rules of Order Newly Revised (RRONR) is the final arbiter.